

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 30

October 18, 2006

SUBJECT: IMPLEMENTATION OF THE DEPLOYMENT PLANNING SYSTEM

PURPOSE: During the early part of 2005, the Department began the implementation of the Deployment Planning System (DPS). As of September 2005, the entire Department had transitioned to the use of DPS to deploy personnel and report attendance. This Order advises Department employees of the implementation of DPS, and revises the Department's timekeeping procedures.

PROCEDURE: The DPS is a computerized reporting system involving personnel deployment, attendance, scheduling, and timekeeping.

I. UNOFFICIAL TIME BOOKS. Attendance information is available online, negating the need for personnel to update the Unofficial Divisional Time Book, Form 15.30.00. Therefore, it is no longer mandatory for Department entities to maintain an Unofficial Time Book.

Note: Personnel may continue to use the Unofficial Time Book as a back-up resource.

II. ENTRIES IN OFFICIAL DIVISIONAL TIME BOOKS. Personnel are no longer required to keep an Official Divisional Time Book, Form 15.30.10. Time Book information will be inputted daily into DPS.

III. DEPLOYMENT PLANNING SYSTEM ABBREVIATIONS. The following abbreviations and symbols shall be used when inputting information into DPS:

DO - Day off

AW - Absent Without Leave

AY - Acting Pay (Must have Employee Relations Section's approval)

BL - Bereavement Leave

FH - Floating Holiday (Civilian) - Hours must be taken in full-day (Maximum 8 hours) increments only

FI - Family Illness (Full-hour only)

HO - Holiday (Full-hour only)
HW - Hours Worked
IS - Injured on Duty (Civilian employees only)
ID - Injured on Duty
JD - Jury Duty
KS - Overtime off (Old straight bank)
KT - Overtime off (Old time and one-half bank)
LD - Light Duty Return to Work Program
LE - Lead Pay (Civilian - only in certain MOU's)
LP - Leave with Pay (Including all training)
LW - Leave without Pay
ML - Military Leave without Pay
MP - Military Leave with Pay (Maximum 174 hours per
fiscal year)
PL - Personal Leave (Civilians - only in certain MOU's)
PM - Preventative Medicine (Full-hour only)
RP - Relieved from Duty with Pay (Sworn) - Maximum
30 calendar days
RW - Reduced Work Week without Pay (Civilian) - Hours
must be taken in full-day increments (Maximum 8
hours per pay period)
SK - Sick (Full-hour only)
SP - Suspension
TE - Terminated from Payroll (Retired, resigned, etc.)
TO - Overtime Taken Off (Time and one-half bank, new)
TR - Relieved from Duty without Pay
TS - Overtime Taken Off (Straight bank, new)
VC - Vacation (Full-hour only)
WC - Worker's Compensation
ZZ - Employee Death

Note: The abbreviations and symbols described above shall be used when entering time codes into DPS. All attendance information must include the actual start and end time for the employee.

Attendance information is now electronically sent to Fiscal Operations Division (FOD) for direct upload, therefore, Time Sheets, Form DSB 245 (Data Services Bureau), are obsolete.

AMENDMENTS: This Order amends Sections 3/705, 3/705.10, 3/705.30, 3/705.40, 3/705.60, 3/705.70, 3/717.20, and 3/730.30 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer of each respective Area/division shall monitor compliance with this Order in accordance with Department Manual Section 0/080.30.

WILLIAM J. BRATTON
Chief of Police

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